

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	13	N.D.	Other Document	Information regarding buses departing from various Washington DC area hotels at 8:00pm, January 18, 1969.
18	13	01/04/1969	Letter	Letter from General Emmet O'Donnell to Friends RE: Invitation to attend the United Citizens Inaugural All-American Gala. 1 pg.
18	13	12/27/1968	Memo	Memo from Charles Stuart to Nixon Campaign Tour Staff RE: Inaugural Weekend activities and housing. 1 pg.
18	13	12/31/1968	Memo	Memo from Charles Stuart to Nixon Staff RE: Inaugural Activities. 1 pg.
18	13	12/13/1968	Letter	Letter from William S. Lasdon to Ehrlichman RE: Tenor Richard Tucker singing the National Anthem at the Inauguration. 1 pg.
18	13	12/13/1968	Letter	Letter from J. Mark Trice to William S. Lasdon RE: Richard Tucker singing the National Anthem at the Inauguration. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	13	12/05/1968	Other Document	Note from Dolores Smith to unknown RE: J. Williard Marriott requesting a memo be forwarded to unknown. 1 pg.
18	13	12/02/1968	Memo	Memo from Hank Berliner to Mr. Marriott RE: Richard Tucker singing the National Anthem at the Inauguration with December 3 handwritten notes by Hendriks regarding situation status. 1 pg.
18	13	12/05/1968	Other Document	Postmarked empty envelope from the 1969 Inaugural Committee to J. Mark Trice. 1 pg.
18	13	12/20/1968	Memo	Memo from Charles Stuart to Mrs. Nixon RE: General schedule of inauguration activities. 2 pgs.
18	13	12/27/1968	Memo	Memo from Charles Stuart to Nixon Campaign Tour Staff RE: Inaugural Weekend activities and housing.
18	13	12/24/1968	Memo	Memo from Ehrlichman to All Advance Men RE: Employment, inaugural activities and inaugural housing. 2 pgs.
18	13	N.D.	Other Document	What to Wear to the 1969 Inaugural Activities by Clement E. Conger. 1 pg.

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18	13	N.D.	Other Document	What to Wear to the 1969 Inaugural Activities by Clement E. Conger. 1 pg. (3 Duplicates - Not Scanned)
18	13	N.D.	Other Document	Inaugural Activities Calendar and Information. 2 pgs.
18	13	12/02/1968	Letter	Letter from Rev. and Mrs. Cole to Mr. and Mrs. Nixon RE: Accepting invitation to attend the Inauguration. 1 pg.
18	13	12/03/1968	Other Document	Postmarked envelope addressed to RN from Rev. David Cole. 1 pg.
18	13	11/21/1968	Letter	Letter from RN to Rev. and Mrs. David Cole RE: Invitation to attend the Inauguration. 1 pg.
18	13	11/27/1968	Letter	Letter from Charles Stuart to Albino Manca RE: Declining Manca's offer to sculpt the Inaugural Medal. 1 pg.
18	13	11/26/1968	Letter	Letter from Albino Manca to RN RE: offer to make the inaugural medal. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	13	11/26/1968	Letter	Letter from Edward J. Derwinski to Ehrlichman RE: The traditional nationality dinner held in conjunction with the inaugural period. 2 pgs.
18	13	N.D.	Other Document	Inaugural Committee 1957 Nationalities Liaison Committee program. 2 pgs.
18	13	12/16/1968	Memo	Memo from Ehrlichman to Haldeman RE: Final edition of the Nixon nominator for the inaugural. 1 pg.
18	13	12/18/1968	Memo	Memo from McCune to Ehrlichman via Pierpoint RE: Inaugural attire and a statement prepared by Clement Conger. 1 pg.
18	13	N.D.	Other Document	Schedule of Nixon family inaugural appearances for January 18-20, 1969. 6 pgs.
18	13	N.D.	Other Document	Schedule of Tricia Nixon and Nixon family inaugural appearances for January 18-21, 1969. 4 pgs.
18	13	N.D.	Other Document	Schedule of Nixon family inaugural appearances for January 18-20, 1969. 6 pgs. (Duplicate - Not Scanned)

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18	13	01/02/1969	Memo	Memo from Charles Stuart to Ehrlichman RE: Inaugural Weekend memos, free Ball tickets, and Advance Men cocktail party. 1 pg.
18	13	12/24/1968	Memo	Memo from Ehrlichman to All Advance Men RE: Employment, Inaugural Activities and Inaugural Housing. 2 pgs.
18	13	12/27/1968	Memo	Memo from Charles Stuart to Nixon Campaign Tour Staff RE: Inaugural activities and housing. 1 pg.
18	13	12/31/1968	Memo	Memo from Charles Stuart to Nixon Staff RE: Inaugural activites. 1 pg.
18	13	12/21/1968	Other Document	Note from Herbert G. Klein to John Ehrlichman RE: Recommendation by Klein of memo from Mark Evans. 1 pg.
18	13	N.D.	Memo	Memo from Mark Evans to Herb Klein RE: Suggestion of a Youth-Citizens Inaugural event. 2 pgs.
18	13	12/30/1968	Letter	Letter from Charles Stuart to John Latshaw RE: Declining the offer of Colonel Charles Stribling regarding the Inaugural Parade. 1 pg.

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18	13	12/19/1968	Letter	Letter from John Latshaw to Ehrlichman RE: Participation of Colonel Charles Stribling's Missouri Military Academy marching band and State Champion drill team in the inaugural parade. 1 pg.
18	13	12/27/1968	Memo	Memo from Charles Stuart to Nixon Campaign Tour Staff RE: Clarification of inaugural activities and housing. 1 pg.

BUSSES - - - - - -THERE WILL BE 50 BUSES January 18, 1969

<u>HOTELS</u>		<u>AMOUNT AT EACH HOTEL</u>
SHERATON PARK	(Woodley & Conn. NW)	10
SHOREHAM	(Calvert & Conn. NW)	10
WASH. HILTON	(Conn. & Florida NW)	10
MAYFLOWER	(Conn & DeSales NW)	7
STATLER	(16th & K St. NW )	10
MADISON	(15th & M St. NW )	3
WATERGATE	(2650 Virginia Ave. NW)	4

NOTE - - - - - All BUSES WILL LEAVE HOTELS AT 8:00 P.M.  
(Subject to Change)



# Inaugural Committee ★ 1969

The Pension Building • 440 G Street, N.W.

Washington, D. C. 20025

Telephone: Area Code 202 • 386-6501

J. WILLARD MARRIOTT,  
Chairman

ROBERT G. McCUNE,  
Executive Director

UNITED CITIZENS COMMITTEE  
All American Gala

GEN. EMMETT O'DONNELL  
Chairman

MRS. JOHN D. EISENHOWER  
Co-Chairman

ED McMAHON  
Executive Producer

January 4, 1969

Dear Friends:

As Chairman of the United Citizens Inaugural All-American Gala I want to take this opportunity to formally extend to you our invitation to join us in celebrating the Inauguration of President-Elect Nixon and Vice President-Elect Agnew.

The All-American Gala will be the fun portion of the Inaugural and the one which we hope will best exemplify the theme "Forward Together".

Ed McMahon, our executive producer, has announced that the Gala will have a star studded cast headed by Johnny Carson and including the cast from Broadway's George M. Company.

You may obtain tickets by writing to me at 440 G St., N.W., Washington, D.C. 20025 or by calling 386-3317. Prices of tickets are \$10, \$25, \$50, \$75, and \$100 per person on a first come first serve basis.

Bus transportation from Washington's major hotels to the Gala will be provided according to the enclosed schedule. In addition, ample parking for private vehicles will be available at the Armory.

Looking forward to seeing you that night, I remain

Sincerely yours,

General Emmett O'Donnell

Enclosure

P.S. \$10 seats are already sold out.

File  
Washington

To: Nixon Campaign Tour Staff  
From: Charles E. Stuart  
Re: Inaugural Weekend

Date: December 27, 1968

There has been considerable confusion regarding campaign staff participation in various inaugural activities. Hopefully this memo will answer your questions.

(1) Inaugural Activities

Until this week it had not appeared possible to get complimentary tickets for the Tour Staff to attend the Inaugural Ball. We have now managed, however, to get a limited number of "comps" and should be able to cover the staff and their spouses.

If you plan on attending, advise me by letter immediately. You will be contacted later with the location of the ticket dispersal center in Washington.

You will also receive invitations to attend the Swearing-in Ceremonies, the Gala, and the Parade. We hope to be able to provide free grandstand seats for the Parade, as well as seats for the Swearing-in Ceremonies, and will hold these with the Ball tickets if they become available.

As a final event on the Inaugural weekend, the President-elect and Mrs. Nixon have graciously invited the campaign staff and their families to a coffee reception in the White House on Tuesday morning. Passes to this will also be available at the ticketing office.

(2) Inaugural Housing

Hotel accommodations in Washington for the Inaugural weekend are very difficult to obtain. We are unable to supply hotel rooms for staff members. If you plan to attend any of the Inaugural events and require housing, you should contact:

Donald Bittinger  
Housing Committee  
1632 K Street  
Washington, D.C.  
(202) 386-3333

If you have any questions regarding the Inaugural weekend, kindly contact me:

Charles E. Stuart  
Office of the President-elect  
450 Park Avenue  
New York, New York

CES/hg



File  
INAUGURATION

TO: Nixon Staff  
FROM: Charles E. Stuart  
RE: Inaugural Activities

DATE: December 31, 1968

All staff personnel, both campaign and transition, will receive invitations to attend certain events on the Inaugural Weekend.

- (1) SWEARING-IN CEREMONIES: Although we have an insufficient number of tickets to assure everyone a seat, we can provide standing room passes to meet family requirements.
- (2) THE PARADE: Although, as with the ceremonies, we have a limited number of seat passes, we do hope to accommodate the staff in the grandstand section.
- (3) GALA, CONCERT AND BALL: As staff members, your invitations will cover the Gala, Concert and Ball. Please note: These are not free activities. Your invitation merely gives you the right to purchase a ticket. Tickets to these events must be ordered from the Inaugural Committee.
- (4) STAFF RECEPTION: As a finale to the Inaugural Weekend, the President-elect and Mrs. Nixon have graciously invited the campaign staff and their families to a reception in the White House on Tuesday morning.
- (5) INAUGURAL HOUSING: Hotel accommodations in Washington for the Inaugural Weekend are very difficult to obtain. We are unable to supply hotel rooms for staff members. Housing problems should be addressed to:

Mr. Donald Bittinger  
Housing Committee  
1632 K Street  
Washington, D.C.  
(202) 386-3333

If you plan to attend the Parade or the White House reception, you must notify me immediately. You will be informed by a future memo as to where to pick up passes to these functions.

All other tickets must be ordered from the Inaugural Committee as will be indicated on your invitation.

Any questions about the Inaugural Weekend may be directed to this office.

Charles E. Stuart  
Staff Assistant to the Counsel  
Office of the President-elect  
450 Park Avenue  
New York, New York

CES/hg



WILLIAM S. LASDON  
7 EAST 60<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10022  
TEMPLETON 8-3267

INAUG  
Soloist

December 12, 1968

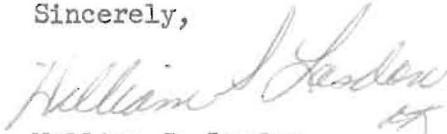
Mr. John Ehrlichman  
Hotel Pierre  
2 East 61 Street  
New York, New York 10021

Dear Mr. Ehrlichman:

I received a letter from Mr. Trice, a copy of which is enclosed, indicating he passed a memo on to you regarding Richard Tucker.

Because of Mr. Tucker's admiration for President-elect Nixon, he has expressed a desire to sing the National Anthem at the Inauguration on January 20. As you know, Richard Tucker is the number one tenor at the Metropolitan Opera, and I believe he will add to the event.

Sincerely,

  
William S. Lasdon

EK  
Enclosure

BY HAND

EVERETT MCKINLEY DIRKSEN, CHAIRMAN  
MIKE MANSFIELD  
B. EVERETT JORDAN  
GERALD R. FORD  
JOHN W. MCCORMACK  
CARL ALBERT

J. MARK TRICE  
EXECUTIVE DIRECTOR

ASSISTANT DIRECTORS  
WILLIAM S. CHEATHAM  
WILLIAM BROWNRIGG III

# Congress of the United States

JOINT CONGRESSIONAL  
COMMITTEE ON INAUGURAL CEREMONIES  
ROOM S-146, SENATE WING, CAPITOL BUILDING  
PHONE: 225-2245  
WASHINGTON, D.C. 20510

STUART  
December 13, 1968

Mr. William S. Lasdon  
7 East 60th Street  
New York, New York 10022

Dear Mr. Lasdon:

This will acknowledge a memorandum we received from Mr. J. Willard Marriott, Chairman of the Inaugural Committee, 1969, dated December 2, 1968, advising us that Mr. C. L. Washburn and Mr. Hank Berliner had conveyed to him your interest in having Richard Tucker sing the National Anthem at the Inauguration on January 20, 1969.

The President-elect recommends to the Committee his selection of the two singers, therefore I am referring the memo to Mr. Ehrlichman of the staff of the President-elect.

Sincerely,



Executive Director

FROM *J. Willard Marriott*

12-5-68

Mr. Marriott asked that I forward  
the attached memo to you.

386  
3166

Dolores Smith  
Executive Sec'y

*Hub*

December 2, 1968

Memo to: Mr. Marriott  
From: Hank Berliner  
Subject: National Anthem at Inauguration

Mr. Lang Washburn, Executive Director of the Republican National Finance Committee, passed on the following:

No. 1 - Mr. Lasden, a heavy contributor on the National Finance Committee Board, has expressed an interest that Richard Tucker be invited to sing the National Anthem at the Inauguration. When a decision is made on this matter, Mr. Washburn would like to be advised one way or the other. He has no recommendation to make.

No. 2 - The "Up With People" choral group which sang at the Republican National Convention is appearing on one of the floats and is also available to sing the National Anthem should this be deemed desirable.

cc: Mr. Lang Washburn

*3 Dec 68  
1230 P.M.*

*Mr. Lasden called again - this time to speak to Mr. Marriott re R. Tucker. Wanted to be sure this gets to right people. Informed him that he would be informed when a decision is made*

*Handwritten signature*

*Handwritten signature*

*119*

THE 1969 INAUGURAL COMMITTEE  
THE PENSION BUILDING  
440 G STREET, N.W.  
WASHINGTON, D. C. 20025



Mr. J. Mark Trice,  
Secretary for the Minority  
The Capitol - Room S-337  
Washington, D. C.

To: Mrs. Nixon  
From: Charles Stuart  
Subject: Inauguration

Date: December 20, 1968

*File  
INAUGURATION*

Attached is a general schedule of the 1969 inaugural activities.

A detailed schedule with times of arrival and departure has not yet been developed.

Your participation in these events begins Sunday evening, January 19, with the Inaugural Concert. Prescribed dress for this affair will be long or short evening dress, or cocktail dress, and gloves. Black tie is preferred for escorts with dark business suit optional.

The next morning you will leave the Statler (your hotel) to pick up the Johnsons at the White House. From the White House the Nixons and the Johnsons will motor to the Capitol for the official ceremonies. As these ceremonies are outdoors, the suggested dress for you is warm winter clothing.

After the swearing-in ceremonies, at approximately 1:00 p.m., the President will host a luncheon in the Capitol. This will be attended by Cabinet members, their wives, the Chief Justice of the Supreme Court, and selected family and friends.

Following the luncheon, you will proceed to the reviewing stand to salute the Inaugural Parade which begins at 2:00 p.m. Although you will be seated in a heated enclosure, warm dress is recommended.

The parade is expected to last two hours. When it is concluded, you are free to retire to your new home. No formal dinner meeting or party is planned. Will you wish to plan something?

The Inaugural Ball is the final official event of the weekend. There are six separate balls this year. You and the President are expected to make brief appearances at each. This will occupy your evening between 9:00 p.m. and 12:00 a.m.

Dress for the balls will be full-length gowns and long gloves. The President will be attired in "white tie and tails". Black tie is permitted for most of the gentlemen in attendance.

On the following day, Tuesday, at 11:00 a.m., a coffee reception by the President and his family has been scheduled at the White House to receive the staffs of the two campaign headquarters, in New York and Washington, D. C., who scattered all over the country after the election before they could be thanked. We have scheduled this gathering as an opportunity for an official "thank you" from the Nixon family to the campaign staff. For many people, this will be a first and/or last meeting with the President and his family for whom they worked.

Charles E. Stuart  
Staff Assistant to the Counsel

CES:sw



File  
INAUGURATION

To: Nixon Campaign Tour Staff

Date: December 27, 1968

From: Charles E. Stuart

Re: Inaugural Weekend

There has been considerable confusion regarding campaign staff participation in various inaugural activities. Hopefully this memo will answer your questions.

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Until this week it had not appeared possible to get complimentary tickets for the Tour Staff to attend the Inaugural Ball. We have now managed, however, to get a limited number of "comps" and should be able to cover the staff and their spouses.

If you plan on attending, advise me by letter immediately. You will be contacted later with the location of the ticket dispersal center in Washington.

You will also receive invitations to attend the Swearing-in Ceremonies, the Gala, and the Parade. We hope to be able to provide free grandstand seats for the Parade, as well as seats for the Swearing-in Ceremonies, and will hold these with the Ball tickets if they become available.

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If you have any questions regarding the Inaugural weekend, kindly contact me:

Charles E. Stuart  
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450 Park Avenue  
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CES/hg



File  
Inauguration

To: All Advance Men  
From: John D. Ehrlichman

Date: December 24, 1968

This will be my last instructional memo of the campaign.  
Hopefully.

1. Employment

Most of you have been contacted regarding your interest in working for the government. If you are interested and have not already done so, please send a resume and a covering letter outlining your desires and requirements to:

Charles E. Stuart - Office of the President-elect  
450 Park Avenue  
New York, New York.

We cannot guarantee jobs, but we will make every effort to get advance men placed in meaningful positions.

2. Inaugural Activities

Until this week it had not appeared possible to get complimentary tickets for advance men to attend the Inaugural Ball. We have now managed, however, to get a limited number of "comps" and should be able to cover advance men and their wives.

If you plan on attending, advise Chuck Stuart by letter immediately. You will be contacted later with the location of the ticket dispersal center in Washington.

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3. Inaugural Housing

Because housing will be difficult to obtain, Jim Hamilton has kindly volunteered to serve as a "Billeting Officer" for advance men. He and other advance men in the Washington area have offered their

homes if hotel accommodations prove impossible to find. Jim can be reached at:

United States Steel Company  
1625 K Street, N. W.  
Washington, D. C. 20006  
(202) ST 3-2000.

William Cudlip tells me he is organizing a party for advance men on Sunday afternoon (January 19) and has already contacted you. I plan to attend and am looking forward to seeing each of you there.

If you have not yet heard my feelings on the subject, you should know that I think you were the finest advance team ever assembled. The President-elect joins with me in thanking each of you for a tremendous personal contribution. I am very proud to have been associated with you and your efforts.

With best wishes,



John D. Ehrlichman

JDE:sw

WHAT TO WEAR TO THE 1969 INAUGURAL ACTIVITIES

RECEPTION FOR DISTINGUISHED LADIES

Ladies: Street or afternoon dress, gloves,  
hats optional

THE INAUGURAL ALL AMERICAN GALA

Ladies: Long or short evening dress, gloves  
Gentlemen: Black tie, business suit optional

GOVERNORS' RECEPTION

Ladies: Afternoon or cocktail dress, gloves  
Gentlemen: Business suit

RECEPTION HONORING THE VICE PRESIDENT AND  
MRS. SPIRO T. AGNEW

Ladies: Cocktail dress, gloves  
Gentlemen: Business suit

INAUGURAL CONCERT

Ladies: Long or short evening dress or cocktail  
dress, gloves  
Gentlemen: Black tie, business suit optional

OFFICIAL INAUGURAL CEREMONY

Warm outdoor clothes  
(Official Party: Club coat (cutaway optional), striped  
trousers, four-in-hand necktie with silver or gray and  
black stripes, white shirt with turndown collar, black  
or oxford gray outercoat (velvet collar optional),  
Homburg, gray gloves)

INAUGURAL PARADE

Warm outdoor clothes

INAUGURAL BALL

Ladies: Long formal gown, long gloves optional  
Gentlemen: White tie, black tie optional

Clement E. Conger  
Protocol Assistant  
to the Chairman of the  
Inaugural Committee

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Clement E. Conger  
Protocol Assistant  
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Clement E. Conger  
Protocol Assistant  
to the Chairman of the  
Inaugural Committee

# INAUGURAL ACTIVITIES

## *Calendar and Information*

### RECEPTION FOR DISTINGUISHED LADIES

*Chairman, MRS. J. WILLARD MARRIOTT*

Saturday, January 18 National Gallery of Art, 2 to 5 p.m.  
*By Special Invitation*

### YOUNG AMERICA'S INAUGURAL SALUTE

*Co-Chairmen, JACK McDONALD and MRS. DONALD FANCHER*

Saturday, January 18 Washington Hilton, 4 to 7 p.m.  
*By Special Invitation*

### THE INAUGURAL ALL AMERICAN GALA

*Chairman, GENERAL EMMETT O'DONNELL, JR.*

A Division of The United Citizens Committee

Saturday, January 18 National Guard Armory, 9 p.m.  
\$10.00, \$25.00, \$50.00, \$75.00, \$100.00—Boxes Available

### GOVERNORS' RECEPTION

*Co-Chairmen, GENERAL GEORGE H. OLMSTED and ROBERT W. FLEMING*

Sunday, January 19 Sheraton Park Hotel, 2 to 5 p.m.  
*By Special Invitation*

### RECEPTION HONORING THE VICE PRESIDENT-ELECT AND MRS. SPIRO T. AGNEW

*Co-Chairmen, HONORABLE LOUISE GORE and CHARLES S. BRESLER*

Sunday, January 19 Smithsonian Museum of History and  
Technology, 5 to 8 p.m.  
\$10.00—*By Special Invitation*

### INAUGURAL CONCERT

*Chairman, DR. S. DILLON RIPLEY, II*

Sunday, January 19 Constitution Hall, 8:30 p.m.  
\$5.00, \$7.50, \$10.00, \$15.00, \$25.00, \$35.00  
Boxes (seating 5) \$500.00

### OFFICIAL INAUGURAL CEREMONY

Monday, January 20 The Capitol, 11:30 a.m.  
*By Special Invitation*

### INAUGURAL PARADE

*Chairman, EDWARD R. CARR*

Monday, January 20 2:00 p.m.  
\$4.00, \$5.00, \$8.00, \$12.00, \$18.00  
Boxes \$25.00 per seat

### INAUGURAL BALL

*Chairman, MARK EVANS*

Monday, January 20 9:00 p.m.  
\$35.00 Per Person  
Boxes (seating 8) \$1,000 (limited number)  
*By Special Invitation*

J. WILLARD MARRIOTT, *Chairman*, Inaugural Committee 1969

(over)

## IMPORTANT NOTICE

**THIS IS A SOUVENIR INVITATION ONLY AND CONVEYS OUR SINCERE WISH THAT YOU MAY BE ABLE TO BE IN WASHINGTON FOR THE OCCASION OF THE INAUGURATION, BUT THE INVITATION IN ITSELF DOES NOT CONSTITUTE AN ADMISSION TO ANY OF THE INAUGURAL EVENTS.**

Admission tickets will be required, and you will find appropriate instructions below. Checks or money orders *must* accompany all applications. However, kindly make out a separate check for each event: please do not make out a single check for your total order. Orders will be processed on a first-come first-serve basis until the capacity of each event has been reached.

As you will note on the schedule of events on the reverse side the following events are by invitation only:

Reception for Distinguished Ladies  
Young America's Inaugural Salute  
Governors' Reception  
Reception Honoring Vice President-Elect and Mrs. Spiro T. Agnew  
Official Inaugural Ceremony  
Inaugural Ball

Tickets to the following functions are on sale to the public:

### Inaugural All American Gala

An evening of entertainment by internationally famous stars. Place: National Guard Armory. Time: 9:00 p.m. Tickets may be purchased by check or money order, payable to The 1969 Inaugural All American Gala, The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025.

### Inaugural Concert

Featuring The Mormon Tabernacle Choir and Washington National Symphony Orchestra. Place: Constitution Hall. Time: 8:30 p.m. Tickets are on public sale and may be purchased by check or money order. Make checks payable to The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025.

### Inaugural Parade

Tickets are on public sale and may be purchased by check or money order, payable to The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025.

### Housing

All requests for housing should be submitted in writing to the Inaugural Housing Committee, 1632 K Street, N.W., Washington, D. C. 20025. The rates for hotels and motels in the metropolitan Washington, D. C.-Virginia-Maryland area range from \$9.00 to \$30.00 for singles; \$12.00 to

\$40.00 for doubles and \$35.00 to \$90.00 for one-bedroom suites.

### Inaugural License Plates

A special license plate has been designed to commemorate the inauguration of the President. They are now on public sale for \$10.00 a set. A set of these attractive inaugural plates may be purchased by sending a check or money order to The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025. These plates can be used in your state until January 29. (*Order form enclosed*)

### Inaugural Medallion

A special medal has been struck to commemorate the Inauguration of Richard Nixon. A limited number of these are available—in silver for \$45.00 each, and in bronze for \$6.00. These medallions are on public sale at The Inaugural Committee. Mail orders should be addressed to the Inaugural Medal Committee, Post Office Box 1800, Washington, D. C. 20013. (*Order form enclosed*)

### Souvenir Program

The official inaugural program for 1969 has been prepared. Certain to become an historical souvenir, the official program is filled with facts and information regarding the inauguration of our 37th President. The official program is on sale for \$2.00 at the Willard Hotel or can be ordered by mail from The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025.

### Official Inaugural Book

The Official Inaugural Book, a deluxe, bound special edition featuring all official pictures, many in color, of all inaugural week activities, as well as the Inaugural Address, will be available for \$10.00 after the Inauguration. Reservations for these books can be made by mail by writing The 1969 Inaugural Committee, The Pension Building, Washington, D. C. 20025. (*Order form enclosed*)

DEC 6 1968

DESHLER UNITED METHODIST CHURCH

East and Maple Sts.

Deshler, Ohio 43516

*Inauguration  
Very Important*

December 2, 1968

Dear Mr. and Mrs. Richard Nixon;

Our family gratefully accepts your invitation to attend the Inauguration and to meet our new first family.

National response to the sign and theme you chose during your campaign through Deshler has been very gratifying. Vicki and our family are simply pleased to have had a share in these events.

We will await word from you or your staff concerning schedule plans related to the Inauguration. We will be most happy to be involved in any way you suggest.

Sincerely,

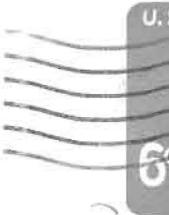
*David Cole*

The Rev. and Mrs. Cole  
and family

abc

*Crow  
Bob McLean*

The Rev. David Cole  
Box 71  
Deshler, Ohio 43516



Mr. Richard Nixon  
Office of the President-Elect  
450 Park Avenue  
New York, New York

November 21, 1968

Rev. & Mrs. David Cole  
Deshler, Ohio

Dear Reverend and Mrs. Cole:

Your family, especially including your daughter, Vicki Lynne, are most cordially invited to attend the Inauguration of January 20, 1969 at Washington, D. C. as guests of the Inaugural Committee and Mrs. Nixon and myself.

We are most gratified, as you all must be, at the nationwide enthusiasm for the designation of the inaugural theme. As its first sponsor, Vicki Lynne is our indispensable guest.

Mrs. Nixon and I are looking forward to meeting you, Vicki Lynn, and her sisters and brother when you are in Washington.

Members of my staff will contact you soon regarding travel and hotel accommodations and to give you suggestions for your schedule.

Yours sincerely,

Richard Nixon

RN/sg

bcc: Congressman D. L. Latta

November 27, 1968

Mr. Albino Manca  
131 West 11th Street  
New York, New York 10011

Dear Mr. Manca:

Thank you for your interest and for your generous offer to sculpt Mr. Nixon's Inaugural Medal.

We are unable to avail ourselves of your services, however, because this medal is a function of the Inaugural Committee in Washington, and they have already selected an artist.

Mr. Nixon has received your kind gift of the medal of Pope Paul and has asked me to thank you for it.

Very truly yours,

Charles E. Stuart  
Nixon Staff

CES:sw

ALBINO MANCA  
SCULPTOR  
131 WEST 11th STREET  
NEW YORK 11, N. Y.  
ORegon 5-3178

November 26, 1968

Hon. Richard M. Nixon  
President-Elect of the United States  
Hotel Pierre  
New York, N.Y.

Mr. President,

I would greatly be honored to make your  
inaugural medal.

I am an honorary member of the American  
Numismatic Society, a National Academician and  
a fellow of the National Sculpture Society.

Because Thursday is Thanksgiving I am  
enclosing one of my medals of His Holiness  
Paul VI on his visit to the United Nations,  
with my compliments.

With kindest best wishes,

Very respectfully yours,



Albino Manca

Encl. 2

EDWARD J. DERWINSKI  
4TH DISTRICT, ILLINOIS

COMMITTEES:  
FOREIGN AFFAIRS  
POST OFFICE AND CIVIL SERVICE

MEMBER:  
UNITED STATES-MEXICO  
INTERPARLIAMENTARY DELEGATION  
U.S. INTERPARLIAMENTARY UNION  
DELEGATION

Congress of the United States  
House of Representatives  
Washington, D.C. 20515

WASHINGTON OFFICE:  
1401 LONGWORTH BUILDING 20515  
225-3961

DISTRICT OFFICE:  
POST OFFICE BUILDING  
2441 VERMONT STREET  
BLUE ISLAND, ILLINOIS 60406  
FULTON 9-2440

November 26, 1968

CS  
Mr. John D. Ehrlichman  
450 Park Avenue  
New York, New York 10022

Dear Mr. Ehrlichman:

After a conversation with Robert McCune here in Washington and Mr. Charles Stuart of your staff, it is apparent that President-Elect Nixon's staff is unaware of the importance, significance and effectiveness of the traditional nationality dinner held in conjunction with the inaugural period.

Enclosed you will find a copy of the 1957 inaugural committee letterhead and dinner program. In addition, a brief history of this traditional event should assist you in evaluating its integral role.

In both Eisenhower inaugurals nationality dinners were held at the Statler-Hilton, with attendance in excess of 1,500 people. The late Senator Robert Taft was the featured speaker at the 1953 dinner and Senators Knowland and Dirksen addressed the 1957 dinner.

Both these dinners were artistic and political successes and in addition, produced a net profit. Hopefully, the overall success will be repeated again in 1969.

On the assumption that the 1969 program would include a nationality dinner, a committee headed by Mr. Phil Guarino has commenced the organizational efforts.

The dinner would be held tentatively on Sunday evening, January 19, at the Sheraton Park hotel, with an expected attendance of over 2,000 people at \$25 per ticket. The program would hope to feature Vice President-Elect Agnew, Governor John Volpe of Massachusetts and Republican Members of Congress who are of ethnic origin.

Mr. John D. Ehrlichman  
Page 2  
November 26, 1968

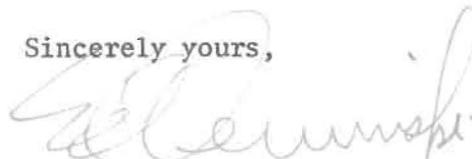
Please keep in mind that the nationality vote has been traditionally locked into the Democrat Party camp and, therefore, has constituted a base of power for that Party. In recent national elections there has been obvious growth of Republican strength which constitutes a significant breakthrough for all of our candidates. This year the battle for the nationality vote was accentuated by the fact that Vice President-Elect Agnew was born of Greek immigrants and Senator Muskie is a son of Polish immigrants.

The purpose of the nationality dinner would be to dramatize the respect and appreciation with which the Republicans hold the various nationality groups of the country. Over 50 million Americans maintain a very conscientious and spirited interest in their national origin and thus this event would receive extensive coverage by foreign language press and radio. Politically, this dinner would emphasize the fact that we Republicans recognize the breakthrough that we have achieved in this heretofore solid Democrat voting group.

I would appreciate your giving this your immediate attention. If you wish further information, please contact me at my office (A/C 212, 225-3961).

Trusting that this information will help you reach a favorable decision, I remain,

Sincerely yours,



Edward J. Derwinski, M.C.

EJD/ss  
Enc.

CC: President-Elect Richard M. Nixon  
Mr. Charles Stuart  
Mr. Phil Guarino

PHILIP A. GUARINO  
CHAIRMAN  
C. K. BROWN  
VICE CHAIRMAN  
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VICE CHAIRMAN  
COLBY BOWDEN  
EXECUTIVE SECRETARY



HON. THEODORE R. MCKELDIN  
HONORARY CHAIRMAN  
AB HERMANN  
NATIONAL DIRECTOR

**INAUGURAL COMMITTEE 1957**  
NATIONALITIES LIAISON COMMITTEE

FOURTEENTH & D STREETS, S.W.

WASHINGTON 25, D. C.

REPUBLIC 7-8800

**MEMBERS**

FRANK ABBO  
DR. ONELAN ANTONOVYCH  
SANFORD BONSTEIN  
CHARLES BURKE  
GUSTI BUTTINELLI  
COL. SERGE CHEREMETEFF  
ALFRED GOLDSTEIN  
PROP. TIBOR KEREKES  
AL LEWIS  
DR. JOSEPH A. MIKUS  
MOI MON NGON  
PETER MOMOCROUSSOS  
A. G. PANOSSIAN  
CHARLES SAAH  
ROBERT ZANVILLE  
LEON ZEIGER  
HARRY ZEITLEMAN

**NATIONALITIES ADVISORY  
COMMITTEE**

GEORGE MARDIKIAN  
(ARMENIAN)  
JOSEPH JACKOVICS  
(CARPATHO-RUSSIAN)  
STEPHEN TKATCH  
(CARPATHO-RUSSIAN)  
WILBUR W. H. PYN  
(CHINESE)  
ALEXANDER L. ZIVICH  
(CROATIAN)  
WILLIAM SCHWANDA  
(CZECH)  
WALTER BOEHM  
(GERMAN)  
THOMAS PAPPAS  
(GREEK)  
LEO J. LAMBERSON  
(GREEK)  
STEPHEN GOSOZY  
(HUNGARIAN)  
JOHN J. SIRICA  
(ITALIAN)  
WILLIAM T. KVETKAS  
(LITHUANIAN)  
JOHN T. R. GODLEWSKI  
(POLISH)  
CHESTER KOWAL  
(POLISH)  
COL. LEON NICOLAI  
(RUSSIAN)  
COL. NICHOLAS T. STEPANOVICH  
(SERBIAN)  
METHOD M. BALCO  
(SLOVAK)  
DMYTRO HALYCHYN  
(UKRAINIAN)  
DR. LEV DOBRIANSKY  
(UKRAINIAN)

## Program

Invocation.....	Archbishop Michael of the Greek Orthodox Church in North and South America
Toastmaster.....	Philip A. Guarino, Chairman, Inaugural Nationalities Liaison Committee
Welcome.....	Honorable Robert E. McLaughlin, President, Board of Commissioners, District of Columbia
Greetings.....	Honorable Theodore R. McKeldin, Governor of Maryland
Address.....	Senator William F. Knowland, Republican Minority Leader of the Senate
Entertainment	
Benediction.....	Rabbi Balfour Brickner, Temple Sinai, Washington, D. C.

### ENTERTAINMENT

Operatic Selections.....	Rudolph Petrak, New York City Opera Co.
"Malunas" (The Windmill Dance).....	Lithuanian National Dancing Group of Baltimore, Maryland
"Lencingelis" (The Chain Dance)	Penele Dulite, <i>Director</i>
Parisian Medley.....	Miss Anne Brazinski, Washington, D. C., American-Polish Vocalist
"I Love Paris"	
"Autumn Leaves"	
"Under Paris Skies"	
Traditional: "Carol for the New Year"	} Chancel Choir of Sts. Constantine and Helen Greek Orthodox Church, Washington, D. C.
Greek Folk Songs: "Kalamatiano"	
"Hasapiko"	
	Mrs. Helen L. Lambros, <i>Director</i> George Manos, <i>Composer and Arranger</i>
Tenor Selections.....	Cantor Bela Herskovits, Recording Artist, Ocean Parkway Jewish Center, Brooklyn, N. Y.
Chinese Dragon Dance and Acrobatics.....	Chinese Youth Club, Washington, D. C.
Selections.....	Miss Othello Dallas, Song Stylist, Washington, D. C.
"Oce-Nas" (Lord's Prayer).....	"Sloboda," Serbian Singing-Tamboritzta Group, South Chicago, Illinois
"Ratne Pasmе" (War Songs)	Adam Popovich, <i>Director and Arranger</i>
Operatic Selections.....	Miss Shaké Vartenisian, Armenian Opera Star
"Das Ist Der Tag Das Herran" (This is the Day of the Lord)	} "Saengerbund" — German Singing Society, Washington, D. C.
"Fruehling Am Rhein" (Spring on the Rhine)	
	Max Seeboth, <i>Director</i>

Music by Barnee Breeskin Orchestra and His Singing Violins

The Inaugural Nationalities Liaison Committee acknowledges with gratitude the generous assistance of the American Federation of Musicians, its members and its president, James C. Petrillo, in the production of the Inaugural Banquet.

To: Bob Haldeman  
From: John D. Ehrlichman

Date: December 16, 1968

I am inclined to endorse the suggestion of a final edition of the Nixon nominator for the inaugural but I think that it must be developed on a very low key basis, with a minimum of glare or blatant headlines, and with good taste.

Perhaps these standards preclude the possibility of including Frank Leonard as its producer. In view of your somewhat limited but adequate background in the advertising business, why don't you have a fatherly chat with Frank Leonard and make the final decision.

JDE/hg

John D. Ehrlichman

From Miss Pierpoint

Memo of December 18 to Mr. Ehrlichman from Mr. McCune

Re: Inaugural Attire

With reference to your memo of December 16, I am glad to tell you that we are just putting out a statement entitled "What to Wear to the 1969 Inaugural Activities." Prepared by Clement Conger, formally Deputy Chief of Protocol in the Eisenhower-Nixon Administration, he is now Protocol Assistant to the Inaugural Committee.

The dress suggestions for each event have been cleared with those running each event, except for the official inaugural ceremony, where we show for the Official Party what we understand President Nixon will wear that day (with exceptions for variations by other officials).

A "club coat" is defined as an oxford gray sack coat, single breasted with peak lapels, suit length. In other words, it is very similar to the jacket of a business suit but is more formally made and cut, and is almost black in color.

A cutaway or tail coat is optional for those not wearing a club coat. Many foreign ambassadors and members of Congress would have cutaways from previous events. I would suggest that anyone wishing to be fitted for a club coat will find Lewis & Thomas Saltz, 1409 G Street, N.W. as perhaps the best equipped in Washington. Mr. Steen and Mr. Bechtold of Saltz have been working with Mr. Marriott and Mr. Conger on proper attire for men for all events.

(With letter was attached a list of inaugural activities)

(2002) 628-4200

On Saturday, January 18, Mrs. Richard Nixon with Tricia, Julie, and David will arrive in Washington, D. C., at approximately noon and will be taken to her Suite at the Statler Hilton hotel at 16th and K Sts., N. W., Washington, D. C., to prepare to attend the Reception for Distinguished Ladies.

(The dress for the Reception will be street or afternoon attire; hat, gloves, optional.)

At 1:30 p. m., Mrs. Nixon will be escorted to the National Gallery of Art where she will meet briefly with Mrs. Agnew for the purpose of news photographs and T. V. film tapes. Immediately following this meeting Mrs. Nixon will proceed to an area on the 3d floor of the National Gallery of Art where she will be joined by Mrs. J. Willard Marriott, Mrs. Raymond Bliss, Mrs. Everett Dirksen, Mrs. Gerald Ford, and possibly Mrs. Dwight D. Eisenhower and others. Also included in the receiving line will be the wives of Cabinet Secretaries.

The term of the Distinguished Ladies' Reception ranges from 2 p. m. to 5 p. m. Mrs. Nixon will have several "breaks" to afford sufficient time for relaxation during the anticipated long receiving lines. There is an area set aside in a separate room for this purpose.

At the conclusion of the Distinguished Ladies' Reception at 5 p. m. or before, Mrs. Nixon at her election will return to her suite to change or proceed directly to an airplane for return to New York.

(Tricia, her escort, David and Julie Eisenhower will depart the Statler Hilton hotel at 8:15 p. m. and arrive at the Presidential Box at the National Guard Armory to attend the Gala. The Gala will conclude at 11:30 p. m.)

Sunday, January 19, President-elect Nixon and Mrs. Nixon will leave the apartment (at a late afternoon hour to be set) and upon arrival at Washington, D. C., will motorcade to the Statler Hilton hotel at 16th and K Sts., N. W., Washington, D. C. They will immediately occupy suite 1240 at the Hotel. There are no activities planned for President-elect Nixon from the time of arrival until departure for the Inaugural Concert at Constitution Hall. Dinner may be served in the suite if desired. Departure from the Statler Hilton hotel at 16th and K Sts., N. W. will be at 8:00 p. m. for the Concert at Constitution Hall.

(Dress for the Inaugural Concert is long or short evening or cocktail dress, gloves for the ladies and black tie for men.) President-elect and Mrs. Nixon, daughter Tricia, daughter Julie and son-in-law David Eisenhower will be escorted to a holding room at Constitution Hall where they will meet with Vice President-elect and Mrs. Agnew and their family prior to entering the Hall for the Concert. At 8:25 p. m. Vice President-elect and Mrs. Agnew will depart the holding room and at 8:27 p. m., President-elect and Mrs. Nixon, Tricia and escort, Julie and David Eisenhower will depart holding room for the Presidential Boxes. Vice President-elect and Mrs. Agnew will enter the Vice Presidential Box first; President-elect and Mrs. Nixon will enter their box immediately following. The program, which is being telecast, will begin at 8:30 p. m. At approximately 9:30 there will be a 15-minute intermission during which time the President-elect and his family and the Vice President-elect and his family will return to the holding room for the period of the intermission. At 9:40 the Vice President-elect and his family will leave the holding room

and at 9:42 the President-elect and his family will leave to return to their respective boxes for the continuation of the Concert. The Concert will conclude at 10:15 p. m. President-elect and Mrs. Nixon and their family will depart Constitution Hall at approximately 10:30 and return to the Statler Hilton hotel.

MONDAY--JANUARY 20, 1969--INAUGURATION DAY

The President-elect and family will have breakfast in their suite. For the day, dress suggested for ladies is street or afternoon attire: gloves and hat are optional. All ladies are requested to dress warmly.

Motorcade will depart Statler Hilton hotel at 10:35 a.m. for the trip to the White House, where they will join the Agnews, President and Mrs. Johnson, Vice-President and Mrs. Humphrey and the Johnson girls for coffee in the family quarters. The departure from the White House will be promptly at 11:15 a.m., arriving at the Capitol at 11:25 a.m., where the men of the official party (except the President-elect) will be ushered to Senator Russell's room in the Capitol to await the start of the Inaugural Ceremony. The women to go Senator Smith's room. The President-elect will go to a separate room. At approximately 11:40 a.m. the ladies and gentlemen are escorted to the platform. At the conclusion of President Nixon's speech the President and Mrs. Nixon will be escorted, with their immediate family, to a luncheon at the Capitol.

Promptly at 1:45 the President and Mrs. Nixon will leave the luncheon to be escorted to their car. They will drive down Pennsylvania Avenue to the White House continuing past the West Gate to 17th Street. From there, the official party will be driven to the south portico of the White House. President Nixon and his family and Vice President Agnew and his family will walk through the White House to the north portico where they will be met by escorts who will take them to the official reviewing stand. They will arrive at the reviewing stand at about 2:40 p.m., At which time the first contingent of the Inaugural Parade will pass in review in front of the Presidential reviewing stand. The parade will continue

until 4:15 p.m.

At the conclusion of the parade the President and Mrs. Nixon and their immediate family will return to the White House to receive their relatives at a family reception. The reception will be held in the East Room from 5:30 to 6:30 p.m. The Marine Band will play; the Presidential family will make a formal entrance.

A final list of the guests at the reception will be provided to Mrs. Nixon by Geryy Vander Heuvel.

At the conclusion of the family reception, President and Mrs. Nixon and their immediate family will go to the living quarters of the White House for dinner and preparation for the evening Inaugural Ball festivities.

At approximately 9:15 p.m. President and Mrs. Nixon and their family will motorcade from the White House, joined by their official escorts, Mr. and Mrs. J. Willard Marriott and Mr. and Mrs. Mark Evans, to the Smithsonian Institute to attend the first of the Inaugural Balls. Upon arrival at the Smithsonian Institute they will enter the reception room and be escorted to a special elevator which will take them to the second floor rotunda where the Presidential Box is located in front of the original Star Spangled Banner (about which Francis Scott Key wrote the National Anthem). There they will be greeted by Secretary and Mrs. Maurice Stand and Secretary and Mrs. George Romney. The President will make brief remarks.

At approximately 10:00 p.m. the President and Mrs. Nixon and the immediate family with their escorts will depart from the Smithsonian Institute. They will arrive at the Presidential Box at the Shoreham Hotel at 10:15 p.m. and will be met by Secretary and Mrs. Melvin Laird and Postmaster General and Mrs. Winton Blount. The President will make brief remarks. At 10:45 approximately, they will depart the Shoreham.

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At 10:50 p.m., approximately, the Presidential Party will arrive at the Presidential Box at the Sheraton Park Hotel. At the Sheraton Park Hotel, the television cameras will be placed for a pick-up for live national television. The ball is located in two rooms, both of which will be visited. Their escorts at the Sheraton Park will be Secretary and Mrs. Robert Finch and Secretary and Mrs. George P. Shultz.

At 11:20 p.m., the Presidential Party will depart the Sheraton Park Hotel and arrive at the Presidential Box at the Washington Hilton Hotel at approximately 11:30 p.m., where they will be joined by Vice President and Mrs. Agnew and their party as well as Attorney General and Mrs. John Mitchell and Secretary and Mrs. William Rogers. The two parties will visit balls in two rooms. At midnight the Presidential Party will depart the Washington Hilton Hotel.

At 12:10 a.m., the Presidential Party will arrive at the Presidential Box at the Mayflower Hotel to be seated with Secretary and Mrs. David Kennedy and Secretary and Mrs. Walter Hickel. Brief remarks will be made by President Nixon. At 12:40 a.m., the Presidential Party departs the Mayflower Hotel. The Presidential Party will arrive at the Statler Hilton Hotel at 12:45 a.m. to be greeted by Secretary and Mrs. John Volpe and Secretary and Mrs. Clifford Hardin, and brief remarks will be made by the President. The President and Mrs. Nixon will then return to the White House.

On Saturday, January 18th, Miss Tricia Nixon will depart, with her mother, from 915 Fifth Avenue and arrive in Washington, D. C., at approximately noon and will be taken to the suite at the Statler Hilton hotel at 16th and K Sts., N. W., Washington, D. C.

At 3:30 p. m. Miss Nixon and her escort will depart and motorcade to the Washington Hilton hotel to attend the Young American Inaugural Salute. Miss Nixon will join her co-chairman of this event, Randy Agnew. The Young Americans Salute will last from 4 to 7 p. m.

Dress for the ladies is either long or short evening or cocktail dress and the gentlemen will be properly attired in black tie or business suits.

At 6:05 or before, Miss Nixon and her escort will return to the Washington Hilton for dinner and preparations to attend the Inaugural Gala. Miss Nixon and her escort in the company of her sister and brother-in-law, Mr. and Mrs. David Eisenhower, will depart the Statler Hilton hotel at 8:15 p. m., and arrive at the Presidential Box at the National Guard Armory to attend the Gala. The Gala will conclude at 11:30 p. m. and Miss Nixon, her escort, her sister and brother-in-law will return to the Statler Hilton hotel for overnight.

On Sunday, January 10, Tricia, her escort, her sister and brother-in-law will depart the Statler Hilton hotel at 10:30 a.m. to attend services at the National Presbyterian church at 4123 Nebraska Avenue, Washington, D. C., Dr. Edward L. R. Elson, minister.

At 12:15 p.m., they depart the church and return to their suite at the Statler Hilton hotel for lunch. All will make preparations to attend the Vice President-elect Agnew Reception at the Smithsonian Institute.

The dress for the Vice President-elect reception will be cocktail dress and gloves for the ladies and business suits for the men.

The party will depart the Statler Hilton hotel at 2:45 p.m. and arrive at the Smithsonian Institute at 3:00 p.m. where they will accompany Vice President-elect Agnew as he speaks to his guests at 3:15 p.m. At 4:00 p.m. or later, Miss Nixon, her escort and Mr. and Mrs. David Eisenhower will depart the Smithsonian Institute and return to the suite at the Statler Hilton hotel.

There are no activities planned until departure for the Inaugural Concert at Constitution Hall. Departure from the Statler Hilton hotel at 16th and H Sts., N. W., will be at 8 p.m. for the Concert at Constitution Hall.

(Dress for the Inaugural Concert is black tie for men, long or short evening or cocktail dress, gloves for the ladies.) President-elect and Mrs. Nixon and daughter Tricia and daughter Julie and son-in-law David Eisenhower will be escorted to a reception room at Constitution Hall where they will meet with Vice President-elect and Mrs. Agnew and their family prior to entering the Hall for the Concert. At 8:25 Vice President-elect and Mrs. Agnew will depart the reception room and at 8:27 p.m., President-elect and Mrs. Nixon, Tricia, and escort, Julie and David Eisenhower will depart reception room for the Presidential Boxes. Vice President-elect and Mrs. Agnew will enter the Presidential Box first; President-elect and Mrs. Nixon will enter immediately following. Tricia and escort will join them. Julie, David, and their guests, if any, will occupy an adjoining box. The program is being telecast. At approximately 9:30 there will be a 15-minute intermission during which time the President-elect and his family and the Vice President-elect and his family will return to the reception room for the period of the intermission. At 9:40 the Vice President-elect and his family will return to their respective boxes for the continuation of the Concert. The Concert will conclude at 10:15 p.m. President-elect and Mrs. Nixon and their family will depart Constitution Hall at approximately 10:30 and return to the Statler Hilton hotel.

On Tuesday, January 21, there will be a reception at the White House for the 1968 campaign staff and close friends, who will begin to arrive at 10:30 a. m. They will tour the "Public rooms" and gather in the East Room for coffee. President and Mrs. Nixon will make a formal entrance to the East Room at approximately 11:30 a. m., at which time there will be an opportunity for President and Mrs. Nixon to thank those who helped in the campaign. The reception will end at noon.

The President will leave the White House with Mrs. Nixon, Tricia, Julie, and David at approximately 5 p. m. for a drop-by at the District of Columbia Young Citizens Inaugural Ball to be held at the Shezaton Park Hotel or the Armory (still to be finally located!). This Inaugural Ball has no official status and is sponsored by the District of Columbia Youth Foundation to illustrate and emphasize good behavior of Young Americans. Attire (by decision of the young people's committee) is black tie. At this Ball the President will enter a Presidential Box where he will be met by Mayor Walter Washington, Secretary George Romney, Secretary Robert Finch, together with Mark Evans and some of the members of the District of Columbia Youth Foundation. The President is expected to make a few brief remarks before departing for the White House.

On Saturday, January 18, Mrs. Richard Nixon with Tricia, Julie, and David will arrive in Washington, D. C., at approximately noon and will be taken to her Suite at the Statler Hilton hotel at 16th and K Sts., N. W., Washington, D. C., to prepare to attend the Reception for Distinguished Ladies.

(The dress for the Reception will be street or afternoon attire; hat, gloves, optional.)

At 1:30 p. m., Mrs. Nixon will be escorted to the National Gallery of Art where she will meet briefly with Mrs. Agnew for the purpose of news photographs and T. V. film tapes. Immediately following this meeting Mrs. Nixon will proceed to an area on the 3d floor of the National Gallery of Art where she will be joined by Mrs. J. Willard Marriott, Mrs. Raymond Bliss, Mrs. Everett Dirksen, Mrs. Gerald Ford, and possibly Mrs. Dwight D. Eisenhower and others. Also included in the receiving line will be the wives of Cabinet Secretaries.

The term of the Distinguished Ladies' Reception ranges from 2 p. m. to 5 p. m. Mrs. Nixon will have several "breaks" to afford sufficient time for relaxation during the anticipated long receiving lines. There is an area set aside in a separate room for this purpose.

At the conclusion of the Distinguished Ladies' Reception at 5 p. m. or before, Mrs. Nixon at her election will return to her suite to change or proceed directly to an airplane for return to New York.

(Tricia, her escort, David and Julie Eisenhower will depart the Statler Hilton hotel at 8:15 p. m. and arrive at the Presidential Box at the National Guard Armory to attend the Gala. The Gala will conclude at 11:30 p. m.)

Sanctuary 1), President-elect Nixon and Mrs. Nixon will leave the apartment (at a late afternoon hour to be set) and upon arrival at Washington, D. C., will motorcade to the Statler Hilton hotel at 16th and K Sts., N. W., Washington, D. C. They will immediately occupy suite 1240 at the Hotel. There are no activities planned for President-elect Nixon from the time of arrival until departure for the Inaugural Concert at Constitution Hall. Dinner may be served in the suite if desired. Departure from the Statler Hilton hotel at 16th and K Sts., N. W. will be at 8:00 p. m. for the Concert at Constitution Hall.

(Dress for the Inaugural Concert is long or short evening or cocktail dress, gloves for the ladies and black tie for men.) President-elect and Mrs. Nixon, daughter Tricia, daughter Julie and son-in-law David Eisenhower will be escorted to a holding room at Constitution Hall where they will meet with Vice President-elect and Mrs. Agnew and their family prior to entering the Hall for the Concert. At 8:25 p. m. Vice President-elect and Mrs. Agnew will depart the holding room and at 8:27 p. m., President-elect and Mrs. Nixon, Tricia and escort, Julie and David Eisenhower will depart holding room for the Presidential Boxes. Vice President-elect and Mrs. Agnew will enter the Vice Presidential Box first; President-elect and Mrs. Nixon will enter their box immediately following. The program, which is being telecast, will begin at 8:30 p. m. At approximately 9:30 there will be a 15-minute intermission during which time the President-elect and his family and the Vice President-elect and his family will return to the holding room for the period of the intermission. At 9:40 the Vice President-elect and his family will leave the holding room

and at 7:45 the President-elect and his family will leave to return to their respective boxes for the continuation of the Concert. The Concert will conclude at 10:15 p. m. President-elect and Mrs. Nixon and their family will depart Constitution Hall at approximately 10:30 and return to the Statler Hilton hotel.

The President-elect and family will have breakfast in their suite. For the day, dress suggested for ladies is street or afternoon attire; gloves and hat are optional. All ladies are requested to dress warmly.

Motorcade will depart Statler Hilton hotel at 10:35 a. m. for the trip to the White House, where they will join the Agnews, President and Mrs. Johnson, Vice-President and Mrs. Humphrey and the Johnson girls for coffee in the family quarters. The departure from the White House will be promptly at 11:15 a. m., arriving at the Capitol at 11:25 a. m., where the men of the official party (except the President-elect) will be ushered to Senator Russell's room in the Capitol to await the start of the Inaugural Ceremony. The women to go Senator Smith's room. The President-elect will go to a separate room. At approximately 11:40 a. m. the ladies and gentlemen are escorted to the platform. At the conclusion of President Nixon's speech the President and Mrs. Nixon will be escorted, with their immediate family, to a luncheon at the Capitol.

Promptly at 1:45 the President and Mrs. Nixon will leave the luncheon to be escorted to their car. They will drive down Pennsylvania Avenue to the White House continuing past the West Gate to 17th Street. From there, the official party will be driven to the south portico of the White House. President Nixon and his family and Vice President Agnew and his family will walk through the White House to the north portico where they will be met by escorts who will take them to the official reviewing stand. They will arrive at the reviewing stand at about 2:40 p. m., at which time the first contingent of the Inaugural Parade will pass in review in front of the Presidential reviewing stand. The parade will continue

until 6:15 p. m.

At the conclusion of the parade the President and Mrs. Nixon and their immediate family will return to the White House to receive their relatives at a family reception. The reception will be held in the East Room from 5:30 to 6:30 p. m. The Marine Band will play; the Presidential family will make a formal entrance.

A final list of the guests at the reception will be provided to Mrs. Nixon by Gerry Vander Heuvel.

At the conclusion of the family reception, President and Mrs. Nixon and their immediate family will go to the living quarters of the White House for dinner and preparation for the evening Inaugural Ball festivities.

At approximately 9:15 p. m. President and Mrs. Nixon and their family will motorcade from the White House, joined by their official escorts, Mr. and Mrs. J. Willard Marriott and Mr. and Mrs. Mark Evans, to the Smithsonian Institute to attend the first of the Inaugural Balls. Upon arrival at the Smithsonian Institute they will enter the reception room and be escorted to a special elevator which will take them to the second floor rotunda where the Presidential Box is located in front of the original Star Spangled Banner (about which Francis Scott Key wrote the National Anthem). There they will be greeted by Secretary and Mrs. Maurice Stand and Secretary and Mrs. George Romney. The President will make brief remarks.

At approximately 10:00 p. m. the President and Mrs. Nixon and the immediate family with their escorts will depart from the Smithsonian Institute. They will arrive at the Presidential Box at the Shoreham Hotel at 10:15 p. m. and will be met by Secretary and Mrs. Melvin Laird and Postmaster General and Mrs. Winton Blount. The President will make brief remarks. At 10:45 approximately, they will depart the Shoreham.

At 10:00 a.m., approximately, the Presidential Party will arrive at the Presidential Box at the Sheraton Park Hotel. At the Sheraton Park Hotel, the television cameras will be placed for a pick-up for live national television. The ball is located in two rooms, both of which will be visited. Their escorts at the Sheraton Park will be Secretary and Mrs. Robert Finch and Secretary and Mrs. George P. Shultz.

At 11:20 a.m., the Presidential Party will depart the Sheraton Park Hotel and arrive at the Presidential Box at the Washington Hilton Hotel at approximately 11:30 p.m., where they will be joined by Vice President and Mrs. Agnew and their party as well as Attorney General and Mrs. John Mitchell and Secretary and Mrs. William Rogers. The two parties will visit balls in two rooms. At midnight the Presidential Party will depart the Washington Hilton Hotel.

At 12:10 a.m., the Presidential Party will arrive at the Presidential Box at the Mayflower Hotel to be seated with Secretary and Mrs. David Kennedy and Secretary and Mrs. Walter Hickel. Brief remarks will be made by President Nixon. At 12:40 a.m., the Presidential Party departs the Mayflower Hotel. The Presidential Party will arrive at the Statler Hilton Hotel at 12:45 a.m. to be greeted by Secretary and Mrs. John Volpe and Secretary and Mrs. Clifford Hardin, and brief remarks will be made by the President. The President and Mrs. Nixon will then return to the White House.

To: John Ehrlichman  
From: Charles E. Stuart  
Re: Inaugural Weekend

Date: January 2, 1969

*file*

Attached are copies of the memos I have dispatched to the three categories of staff personnel.

As we discussed, advance men, tour office staff, and traveling tour staff will be supplied free Ball tickets.

You will notice in my memo to the advance men, sent under your signature, that I have committed you to attend a cocktail party on Sunday, January 19, from 4 to 8. This party is being held at the Metropolitan Club, and although planned by William Cudlip, is supported by all the advance men. You and Jean are to be guests of honor.

CES/hg

Charles E. Stuart



To: All Advance Men  
From: John D. Ehrlichman

Date: December 24, 1968

This will be my last instructional memo of the campaign. Hopefully.

1. Employment

Most of you have been contacted regarding your interest in working for the government. If you are interested and have not already done so, please send a resume and a covering letter outlining your desires and requirements to:

Charles E. Stuart - Office of the President-elect  
450 Park Avenue  
New York, New York.

We cannot guarantee jobs, but we will make every effort to get advance men placed in meaningful positions.

2. Inaugural Activities

Until this week it had not appeared possible to get complimentary tickets for advance men to attend the Inaugural Ball. We have now managed, however, to get a limited number of "comps" and should be able to cover advance men and their wives.

If you plan on attending, advise Chuck Stuart by letter immediately. You will be contacted later with the location of the ticket dispersal center in Washington.

You will also receive invitations to attend the Swearing-in Ceremonies, the Gala, and the Parade. We hope to be able to provide free grandstand seats for the Parade and will hold these with the Ball tickets if they become available.

As a final event on the Inaugural weekend, the President-elect and Mrs. Nixon have graciously invited the campaign staff and their spouses to a coffee reception in the White House on Tuesday morning. Passes to this will also be available at the ticketing office.

3. Inaugural Housing

Because housing will be difficult to obtain, Jim Hamilton has kindly volunteered to serve as a "Billeting Officer" for advance men. He and other advance men in the Washington area have offered their

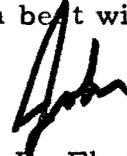
homes if hotel accommodations prove impossible to find. Jim can be reached at:

United States Steel Company  
1625 K Street, N. W.  
Washington, D. C. 20006  
(202) ST 3-2000.

William Cudlip tells me he is organizing a party for advance men on Sunday afternoon (January 19) and has already contacted you. I plan to attend and am looking forward to seeing each of you there.

If you have not yet heard my feelings on the subject, you should know that I think you were the finest advance team ever assembled. The President-elect joins with me in thanking each of you for a tremendous personal contribution. I am very proud to have been associated with you and your efforts.

With best wishes,



John D. Ehrlichman

JDE:sw

To: Nixon Campaign Tour Staff

Date: December 27, 1968

From: Charles E. Stuart

Re: Inaugural Weekend

There has been considerable confusion regarding campaign staff participation in various inaugural activities. Hopefully this memo will answer your questions.

(1) Inaugural Activities

Until this week it had not appeared possible to get complimentary tickets for the Tour Staff to attend the Inaugural Ball. We have now managed, however, to get a limited number of "comps" and should be able to cover the staff and their spouses.

If you plan on attending, advise me by letter immediately. You will be contacted later with the location of the ticket dispersal center in Washington.

You will also receive invitations to attend the Swearing-in Ceremonies, the Gala, and the Parade. We hope to be able to provide free grandstand seats for the Parade, as well as seats for the Swearing-in Ceremonies, and will hold these with the Ball tickets if they become available.

As a final event on the Inaugural weekend, the President-elect and Mrs. Nixon have graciously invited the campaign staff and their families to a coffee reception in the White House on Tuesday morning. Passes to this will also be available at the ticketing office.

(2) Inaugural Housing

Hotel accommodations in Washington for the Inaugural weekend are very difficult to obtain. We are unable to supply hotel rooms for staff members. If you plan to attend any of the Inaugural events and require housing, you should contact:

Donald Bittinger  
Housing Committee  
1632 K Street  
Washington, D.C.  
(202) 386-3333

If you have any questions regarding the Inaugural weekend, kindly contact me:

Charles E. Stuart  
Office of the President-elect  
450 Park Avenue  
New York, New York

CES/hg



TO: Nixon Staff  
FROM: Charles E. Stuart  
RE: Inaugural Activities

DATE: December 31, 1968

All staff personnel, both campaign and transition, will receive invitations to attend certain events on the Inaugural Weekend.

- (1) SWEARING-IN CEREMONIES: Although we have an insufficient number of tickets to assure everyone a seat, we can provide standing room passes to meet family requirements.
- (2) THE PARADE: Although, as with the ceremonies, we have a limited number of seat passes, we do hope to accommodate the staff in the grandstand section.
- (3) GALA, CONCERT AND BALL: As staff members, your invitations will cover the Gala, Concert and Ball. Please note: These are not free activities. Your invitation merely gives you the right to purchase a ticket. Tickets to these events must be ordered from the Inaugural Committee.
- (4) STAFF RECEPTION: As a finale to the Inaugural Weekend, the President-elect and Mrs. Nixon have graciously invited the campaign staff and their families to a reception in the White House on Tuesday morning.
- (5) INAUGURAL HOUSING: Hotel accommodations in Washington for the Inaugural Weekend are very difficult to obtain. We are unable to supply hotel rooms for staff members. Housing problems should be addressed to:

Mr. Donald Bittinger  
Housing Committee  
1632 K Street  
Washington, D.C.  
(202) 386-3333

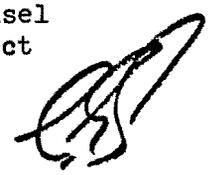
If you plan to attend the Parade or the White House reception, you must notify me immediately. You will be informed by a future memo as to where to pick up passes to these functions.

All other tickets must be ordered from the Inaugural Committee as will be indicated on your invitation.

Any questions about the Inaugural Weekend may be directed to this office.

Charles E. Stuart  
Staff Assistant to the Counsel  
Office of the President-elect  
450 Park Avenue  
New York, New York

CES/hg



*Mooney*

Herbert G. Klein  
Manager for Communications

**Nixon Agnew**  
Campaign Committee

Staff of Richard M. Nixon  
450 Park Avenue  
New York, N.Y. 10022  
(212) 661-6400

December 21, 1968

John:

I strongly recommend the following.

*Herb Klein*

MEMORANDUM

TO: Herb Klein

FROM: Mark Evans

RE: Pending Use - Citizens Inaugural

It is the opinion of the Inaugural Committee that one of the weaknesses of the Inaugural generally is the lack of breadth. Most of the events are extremely costly and out of reach of many of the citizens of Washington and particularly the lower income groups. It seems to me that one way of correcting this situation would be to take advantage of the rather sizeable expenditure in decorations at the largest of the Inaugural balls and on the day following the Inaugural provide an opportunity for deserving high school students of the District of Columbia to participate in a Youth-Citizens Inaugural.

Obviously, the Republican Party in the District of Columbia is sadly lacking in strength and probably will continue to be that way until an appeal can be made to young capable black leaders. It would be my suggestion that we provide busses from the various high schools to bring the top academic students as well as those who have dejected themselves in a superior fashion.

It is further suggested that criteria for admission be set up by student leaders who will form an Inaugural Ball Committee patterned very much after the one we have set up.

I have talked to the superintendent of schools, to the mayor of the town, to Senator Ed Brooke as well as to students and committee leaders alike. To a man, they have heartily endorsed the idea. We would let the students pick the musical organization and would spend two hours on the 21st of January from 5-7 p.m. in an attempt to inspire the top group of students to the possibilities of their future. More importantly, I have worked with the young Republicans who are eager to establish contact with this group and to perpetuate this idea of responsible blacks being rewarded for being outstanding young citizens (to this time all the emphasis is being placed on those negative individuals who are small and cause the trouble). In other words, this would be but the beginning of a series of contacts with these young capable future black leaders.

-more-

The cost would be minimal and above all I believe it would help to close the criticism now being heard that the Inaugural is fairly much lily white and aimed at the well-to-do. It certainly would be a great feather in the President's cap to take a few minutes in his first day in office to help these kids on the road to recognition.

There would be an all out effort by the district police to make sure that there are no problems. The students would immediately be put back into the busses which delivered them and returned to their schools.

I truly believe that this could be one of the most outstanding parts of the entire Inauguration. We are having trouble keeping the lid on publicity as media is knocking at the doors wanting to know the facts. Because of the school holiday, I can't emphasize enough the importance for I hope, immediate approval. Even if the President cannot make an appearance, I would hope that he could ask the Vice President to appear. I am sure members of the cabinet would oblige.

I would make Mayor Washington the honorary chairman with vice chairmen, other outstanding Negro leaders in Washington and throughout the country.

The theme "Forward Together" would be the key stone using the Inaugural song.

December 30, 1968

Mr. John Latshaw  
United Citizens for Nixon-Agnew  
P.O. Box 123  
Kansas City, Missouri 64141

Dear Mr. Latshaw:

Your letter in behalf of Colonel Charles Stribling has been received by John Ehrlichman.

Unfortunately this office cannot be of any assistance to your cause. All units appearing in the Inaugural Parade are selected by the governors of their respective states. The Nixon staff has no control over these decisions.

Thanking you for your interest and for your suggestion, I am

Very truly yours,

Charles E. Stuart  
Staff Assistant to the Counsel

CES/hg

# UNITED CITIZENS FOR NIXON-AGNEW

P. O. BOX 123 • KANSAS CITY, MISSOURI 64141 • TELEPHONE 816 - 531-8145

December 19, 1968

Mr. John Erlichman  
Assistant to Mr. Nixon  
Attention: Office President Elect  
Pierre Hotel  
New York, New York

Dear Mr. Erlichman:

Colonel Charles Stribling, a good Republican and head of Mexico, Missouri Military Academy founded July, 1776 was anxious to have the Missouri Military Academy marching band and State Champion drill team participate in the inaugural parade.

I know you are probably deluged with requests of this type, but due to the circumstances, I thought it best to forward this on to you for your consideration. Will look forward to hearing from you.

Best regards,

  
John Latshaw

JL:me

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To: Nixon Campaign Tour Staff

Date: December 27, 1968

From: Charles E. Stuart

Re: Inaugural Weekend

There has been considerable confusion regarding campaign staff participation in various inaugural activities. Hopefully this memo will answer your questions.

(1) Inaugural Activities

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CES/hg